

Environmental Enhancement and Mitigation Program

2014-15



Agenda

Welcome & Introductions

Purpose & Authority

Overview of Program

What to Submit

Grant Administration

Questions

Adjourn

California Natural Resources Agency

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Environmental Enhancement and Mitigation Program

- Purpose and Authority
- Eligible Applicants
- Timeline
- North/South Split
- Project Funding



Atascadero Creek Project

Purpose and Authority

Established by legislation in 1989 under **California Streets and Highways Code Section 164.56**.

\$6.7 million each fiscal year for local assistance from the Highway Users Tax Account (Motor Vehicle Revenues, Section 2100).

Grants to **local, state** and **federal** governmental agencies and to **nonprofit** organizations for projects to mitigate the environmental impacts caused by new or modified public transportation facilities.

Administered by the **California Natural Resources Agency** (Agency),
Bonds & Grants Unit.



EEM Selection Process

- Postmarked by Monday, July 13, 2015
- Applications Evaluated
- Site Visits to selected projects (October-December 2015)
- Recommendations to the Secretary for Natural Resources (January 2016)
- Secretary's recommendations to California Transportation Commission (CTC)
- CTC awards grants (March 2016)
- Notify Applicants/Begin preparing Grant Agreements (April 2016)

How much?

Grants for individual projects are generally limited to **\$500,000** each.

Up to **\$1,000,000 may be awarded** for acquisition projects, based on factors such as

- one-time or limited opportunity
- acquisition of a considerable size
- substantial leveraging in place
- statewide significance.

Matching funds are NOT required for EEM grants, but additional points are given for leveraging other sources of funds.



**Mountains Recreation and Conservation Authority
Malibu Creek Resource Lands Acquisition Project**

Eligible Applicants

- Any **State, local, federal or 501(c)(3) non-profit entity** may apply for and receive grants.
- The agency or entity is *not* required to be a transportation or highway related organization, but must have authority to carry out the project eligible for funding under Article XIX of the State Constitution.
- Per Sections 187 and 188 of the Streets and Highways Code, an attempt will be made to allocate 40 percent of the total amount recommended to projects in **northern counties** and 60 percent of the total amount recommended to projects in **southern counties**.
- Partnerships are encouraged; however, only one agency may submit an application.
- **Development projects limited to 1 application per eligible applicant**

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Related Transportation Facility (RTF)

Every EEM project must mitigate, either directly or indirectly, the environmental impacts of the modification of an *existing* Transportation Facility, or the environmental impacts of the construction of a *new* Transportation Facility.

This facility is called the “**Related Transportation Facility**” or **RTF**, and includes

Public Street or Highway

Mass Transit Guideway (trains, ports, light rail lines, bus lines, airports, etc.)

Appurtenant Features (e.g. park and ride facilities, high-occupancy vehicle lanes, on-ramps, off-ramps, overpasses, transit stations, etc.)



Related Transportation Facility

Construction of the RTF must have begun after January 1, 1990; or

If not yet under construction, it must be included in

- An adopted State Transportation Improvement Program (STIP) ; or
- A locally adopted Regional Transportation Improvement Program; and
- a Certified Capital Outlay Program

The RTF must have a *adverse impact on the environment* (so there is something to mitigate!)

Environmental compliance (CEQA) must be completed for the RTF at the time of application.



Related Transportation Facility

The RTF cannot be

- Maintenance (pavement resurfacing, painting bridges, replanting)
- Mitigation (sound walls or bike lanes)

Find eligible RTFs through your

- City or County Transportation Departments,
- Regional Transit Agencies,
- Metropolitan Transit Authorities,
- Councils of Local Governments,
- Metropolitan Planning Organizations or
- Caltrans District Office.



General Criteria

Applicants establish the *need* for mitigation in the narrative:

- Describe the RTF
- Describe adverse environmental impacts, documented by
 - Letter from the Lead Agency
- Explain *mitigation* was required
- Demonstrates connection between the RTF and EEM project
 - EEM *is* the required mitigation for the RTF
 - EEM is *similar to* the mitigation for the RTF
 - EEM is *an enhancement to* the mitigation for the RTF
- If RTF is exempt for some reason – but you are aware of adverse impacts – you must make the case



General Criteria

Statewide Project Goals-Multiple Benefits:



- Decrease in air and/or water pollution
- Reduce the consumption of natural resources and energy
- Increase the reliability of local water supplies
- Increase adaptability to climate change

Local Government Toolkit

<http://www.coolcalifornia.org/local-government>

General Criteria

Project Readiness & Organizational Capacity



- Interagency relationships and blended jurisdictional responsibilities.
- Partnerships between state entities, local land use, public health authorities, etc.
- Community involvement and support
- Fiscal Capacity
- Readiness

EEM Project Criteria

The EEM project must:

Be different from the RTF.

Use State Design & Construction Standards.

Comply with labor codes and other applicable laws, regulations, licenses and permits.

Have *completed* environmental review compliance

Be compatible with the RTF, and provide the necessary permissions if in or near the right-of-way.

Provide evidence that entity with jurisdiction is aware of the project and willing to work with applicant.



**River Partners
Jelly's Ferry Habitat Restoration Project**

EEM Project Criteria

**EEM project must mitigate the adverse environmental impact of the RTF –
Directly *or* Indirectly.**



**The Nature Conservancy
Tierra Rejada Wildlife Linkage &
Farm Conservation Easements**

Direct - Geographic location

- RTF has a adverse impact to wildlife corridor;
- EEM project creates a wildlife passage under RTF.

EEM Project Criteria

Direct Mitigation



**Butte County's Ord Ferry Bridge Bat Colony
Restoration Project**

EEM Project Criteria

EEM project must mitigate the adverse environmental impacts of the RTF – Directly or Indirectly.



**American River Conservancy
South Fork American River Trail**

Indirect - Type of benefit

RTF has an adverse impact on resource lands in Placer County when it widens I-80.

EEM project acquires nearby resource lands to preserve wildlife habitat and open space.

EEM Project Categories

EEM projects must fit one of the following Categories:

Urban Forestry projects to offset vehicular emissions of carbon dioxide.

Resource Lands projects to acquire or enhance resource lands to mitigate the loss of, or the detriment to, resource lands, lying within or near the right-of-way acquired for transportation improvements.

Mitigation Projects Beyond the Scope of the Lead Agency responsible for assessing the environmental impact of the proposed transportation improvement.

Urban Forestry (UF)

Urban Forestry projects are designed to offset vehicular emissions of carbon dioxide through the planting of trees and other suitable plants.

In addition to the tree canopy, an urban forest includes vegetation along urban streets and medians, in urban parks, abandoned sites, and residential areas. Urban Forestry projects may also restore urban creeks and develop nature trails with corresponding amenities and/or interpretive elements.



**Lower Silver Creek Trail
City of San Jose**

Urban Forestry

Successful Urban Forestry Projects provide maximum multiple environmental benefits over the *long term*.

- Reduce water usage.
- Provide tree canopy and understory to offset vehicular emissions of carbon dioxide and other GHGs.
- Extend the existing urban forest with street trees, pocket parks, community gardens and orchards.
- Serve the greatest geographic area and/or number of *people*.
- Mitigate the heat island effect with trees, roof gardens, etc.
- Demonstrate a measureable *economic* impact.
- Increase open space in residential areas by greening vacant lots, abandoned sites, and public lands such as school acreage.
- Improve existing urban ecosystems, i.e., stabilizing urban creeks and shorelines with riparian habitat.
- Capture, store and infiltrate storm water.



**City of Carpenteria
Community Garden and Park**

Sustainability

Water Use Efficiency

Best Management Practices and strategies that increase water conservation should be identified and planned for in the application.

- Successful projects promote and practice water conservation.
- Conservation activities include planting **native, drought-tolerant** and **low water use** vegetation, enabling groundwater **recharge** with bioswales, *detention basins* and permeable surfaces, using **recycled** water for irrigation, installing **raingardens** to mitigate stormwater runoff, etc.
- Plantings must meet Executive Order B-29-15 **Statewide Mandatory Water Reductions**
- Projects where plantings, once established, will thrive without the need for supplemental irrigation, are given priority.
- Capture water from **on-site** and **off-site** sources.

Save Our Water www.saveourh2o.org

Executive Order B-29-15

http://gov.ca.gov/docs/4.1.15_Executive_Order.pdf



Growing Visalia's Urban Forest



Brown is the new Green

Successful projects base plant selection on approved planting palettes specific to their climate zone, such as

- “Shoreline Plants: A Guide for the San Francisco Bay” published by the San Francisco Bay Conservation and Development Commission; or
- “Landscaping Guidelines and Plant Palettes for the Los Angeles River and Tujunga Wash” part of the Los Angeles River Master Plan, etc.

Inclusion of non-natives (exotics) in plant palettes must be approved by Agency.

Plant Palettes are evaluated for

- Carbon dioxide uptake
- Water use efficiency
- Indigenous wildlife habitat
- Reduced maintenance
- Cost Benefit



http://selecttree.calpoly.edu/right_tree.lasso

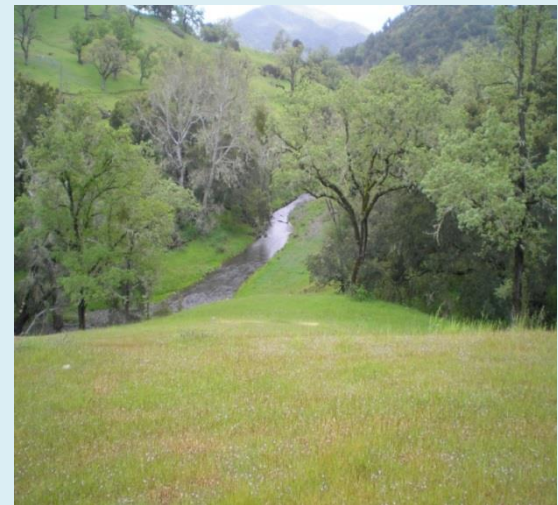
Resource Lands (RL)

Resource Lands projects include the acquisition, restoration or enhancement of resource lands to mitigate the loss of, or the detriment to, resource lands lying within or near the right-of-way of the Related Transportation Facility.

Resource Lands may include but are not limited to natural areas such as inland wetlands, forests, oak woodlands, mountain meadows, creeks and streams with riparian or riverine fish or wildlife habitat, wildlife corridors and fish passages, coastal estuaries, grazing land and grasslands, among others.

Resource Lands may contain features of archaeological or historical value.

**Sonoma County Water Agency
Laguna de Santa Rosa Habitat**



Resource Lands

Cumulatively, Resource Lands projects address State-wide conservation issues, including:

- Climate change adaptation
- Available water for fish and wildlife
- Preservation of California's rich biodiversity
- Protection of rare species
- Control of invasive species
- Protection of large landscape-level land holdings from conversion and fragmentation
- Conservation of land for agriculture open space, etc.
- Preservation of wildlife movement and migration corridors
- Expand public access to outdoor wildlife/nature-oriented recreation with trails, parks, fishing piers, and interpretive elements.



**Lakeside's River Park Conservancy
Hanson El Monte Pond Revegetation**

Mitigation Projects Beyond the Scope of the Lead Agency (MP)

Projects to mitigate the impact of the RTF where the mitigation or enhancement measures are beyond the scope of the lead agency's ability to effectuate.

- Not feasible
- Outside jurisdiction
- Requirements changed



Available Resources

- Website – http://resources.ca.gov/bonds_and_grants/eemp/
- Grant Guidelines
- Feedback – (916) 653-2812



What to Submit

Requirements for a Complete Application

- 1. The Application Form**
- 2. One Page Summary**
- 3. Project Proposal Narrative**
- 4. Exhibits and Supporting Documents**

Application Form

APPENDIX B - APPLICATION FORM – Page 1 of 2

2013-14 Environmental Enhancement and Mitigation Program Enter EEMP Project Information under Section A

A.1 EEMP PROJECT NAME _____

A.2 EEMP GRANT APPLICANT

Agency Name _____
Street Address (& PO Box) _____
City _____ State _____ ZIP _____

A.3 TYPE of AGENCY (check one)

☐ Local Agency ☐ State Agency ☐ Federal Agency ☐ Non-profit

A.4 EEMP PROJECT CATEGORY (check only one) ☐ Urban Forestry ☐ Resource Lands

☐ Mitigation Projects Beyond the Scope of the Lead Agency

A.5 TYPE OF EEMP PROJECT: Development: _____ Acquisition: _____

A.6 EEMP PROJECT GRANT REQUEST \$ _____

Total EEMP Project Cost \$ _____ (Include all sources of funds but not cost of RTF.)

A.7 ANTICIPATED EEMP PROJECT Start Date: _____ Completion Date: _____

A.8 EEMP PROJECT LOCATION

Nearest Cross Street _____ Latitude and Longitude _____
County _____ Senate District No. _____
Nearest City _____ Assembly District No. _____
Project Location: (check only one) North _____ South _____
(Refer to 1-5 North/South Split Page 6)

A.9 APPLICANT'S REPRESENTATIVE AUTHORIZED IN RESOLUTION AS SIGNATORY

Name	Title	Phone
Email address _____		
Day-to-day contact for grant project (if different than authorized representative)		
Name	Title	Phone
Email address _____		

A.10 BRIEF DESCRIPTION OF EEMP PROJECT Summarize scope, purpose, location & connection to RTF
(max 60 words)

EEMP 2013-14 Application Form – Page 2 of 2 Enter Related Transportation Facility (RTF) Information under Section B

B.1 RELATED TRANSPORTATION FACILITY (RTF)

Transportation District	City	County	Route Number / Name
Location _____			
Description of RTF _____			
Name of Transportation Agency		Date Construction Began or Scheduled	
Name of Approved/Certified Capital Outlay Program for RTF (if not started) _____			

B.2 ENVIRONMENTAL COMPLIANCE FOR RTF PROJECT (check type and status)

Type: Exempt ☐ Negative Declaration ☐ Categorical Exemption ☐ EIR ☐

Status: Complete ☐ In Progress ☐

What were the primary environmental impacts of the RTF? (max 25 words)

Describe the *required* environmental mitigation? (max 25 words)

B.3 Name of Lead Agency for RTF: _____

B.4 Attach the Letter from the Lead Agency Responsible for the construction of the RTF. (APPENDIX E)

B.5 Attach a copy of the Notice of Exemption, Notice of Determination, Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report Summary, as applicable, to provide evidence of the required mitigation for the RTF.

C. CERTIFICATION

I certify that the information contained in this project Application form, including required attachments, is complete and accurate.

Signed _____ Date _____
(Applicant's Authorized Representative, as shown on the Resolution or Letter of Certification)

DEADLINE: APPLICATION MUST BE RECEIVED BY Monday, June 30, 2014

One Page Summary

- **EEMP Project Scope**
- **Location**
- **Purpose**
- **Relationship to the RTF**
- **Amount of the Request**

Project Proposal Narrative

General Criteria and Project Category Criteria

- Primary basis for evaluation**
- Provides the details about the EEM Project and the RTF**
- General Criteria (Section 5)**
- Project Category Criteria (Section 6)**

Exhibits & Supporting Documents

- Authorizing Resolution or Certification Letter
- IRS letter (if applicable)
- Letter from the Lead Agency for the RTF
- Cost Estimate
- Property Data Sheet/Ownership documents
- Assessor's Parcel Map
- Timeline
- Permit Approval Status
- Environmental Review Documents for the EEM Project
- Location map
- Site photos
- Site Plans
- Plant Palette
- *For UF projects:* Letter from certified arborist, professional forester or landscape architect
- Justification letter for large trees funded by other sources
- Letters of permissions
 - Property owners
 - O&M agreements
 - Flood Control District authorizations
 - Utility Agencies, Caltrans, Railroads
- Letters of endorsement
- *For Acquisitions*
 - Executed purchase agreement or willing seller letter.
 - appraisal, stewardship plan, preliminary title report

Application Checklist

APPENDIX A – CHECKLIST FOR WHAT TO SUBMIT

The following items, as applicable, make up the EEM Program Application Package. Please assemble your Application Package in the order listed below and number each page sequentially. Binder clips only – no folders, binders or notebooks. **Submit a total of six copies of all materials (original plus five copies).**

Application Form – Completed and Signed	<input type="checkbox"/>	Appendix B
One Page Project Summary	<input type="checkbox"/>	
Project Proposal Narrative: General Criteria & Project Criteria Questions	<input type="checkbox"/>	
Authorizing Resolution/Certification Letter from CEO	<input type="checkbox"/>	C & D
IRS Determination Letter of Section 501(C)(3) non-profit status, if applicable	<input type="checkbox"/>	
Letter from the Lead Agency for the RTF	<input type="checkbox"/>	E
Cost Estimate (Development or Acquisition Projects)	<input type="checkbox"/>	F & G
Property Data Sheet	<input type="checkbox"/>	H
Ownership Documents (Deeds, Tax Records, etc.)	<input type="checkbox"/>	
Assessor's Parcel Map(s) for parcels to be developed	<input type="checkbox"/>	
Project Timeline	<input type="checkbox"/>	
Permit Approval Status	<input type="checkbox"/>	I
Environmental Review Documents for EEM Project	<input type="checkbox"/>	J
Location Map for EEM project and RTF	<input type="checkbox"/>	
Photos of EEM Project Site	<input type="checkbox"/>	
EEM Project Site Plans	<input type="checkbox"/>	
Plant Palette (projects involving plantings)	<input type="checkbox"/>	
Letter from Certified Arborist, Registered Professional Forester or Landscape Architect (Urban Forestry Projects)	<input type="checkbox"/>	
Justification Letter for Trees Larger than 15 Gallon funded by other funding sources	<input type="checkbox"/>	
Letters/Agreements from Agencies with Jurisdiction	<input type="checkbox"/>	
Letters of Endorsement	<input type="checkbox"/>	
Acquisitions Only – in addition to the above:		
Purchase Option Agreement or Willing Seller Letter (if a purchase option agreement has not been executed you must submit Willing Seller Letter)	<input type="checkbox"/>	K
Appraisal (if available)	<input type="checkbox"/>	
Stewardship Plan (if available)	<input type="checkbox"/>	
Preliminary Title Report (if available)	<input type="checkbox"/>	

Incomplete applications may not be evaluated or considered for funding.

Agency Eligibility

- **Resolution**
- **Certification Letter**
- **IRS Determination Letter**

Letter from the Lead Agency for the RTF

- Completed by the Lead Agency for the RTF
- Submitted with your application

APPENDIX E - LETTER FROM THE LEAD AGENCY RESPONSIBLE FOR CONSTRUCTION OF RELATED TRANSPORTATION FACILITY (RTF)

This letter is required with each EEM Project Application.

Instructions to the Lead Agency responsible for construction of the RTF: The Environmental Enhancement and Mitigation (EEM) Program awards up to \$7 million each fiscal year for grants to mitigate the environmental impacts of modified or new public transportation facilities. Please provide a letter describing construction of a new Transportation Facility or modification / enhancement of an existing Transportation Facility.

Send this letter on Lead Agency stationery to the Applicant for inclusion in their application package **prior to the application due date of July 13, 2015.**

Provide the following information about the RTF:

1. Describe the RTF construction or modification or planned construction or modification.
2. What is the location of the RTF?
3. When did the RTF construction or modification begin? When was it completed?
4. What type of Environmental Review (CEQA & NEPA if applicable) was required?
5. When was the Environmental Review completed?
6. Was mitigation required? If so, please describe the type of habitat impacted and list the required mitigation
7. Have the environmental mitigation measures been started, or completed?
8. If the RTF is planned, what is the projected construction start date? Completion date?
9. What is the funding source for the RTF?

Provide the following information about the proposed EEM Project:

10. Name of the EEM Project
11. Is the EEM Project the required mitigation for the RTF? If yes, please describe how the project mitigates the impacts?
12. If Applicant is applying under Mitigation Projects Beyond the Scope of the Lead Agency (MP) Category, please provide a statement of concurrence explaining how the ability to effectuate the mitigation or enhancement measures are beyond the scope of the lead agency responsible for assessing the environmental impact of the proposed transportation improvement.
13. Is the proposed EEM project incompatible with the RTF? If so, does it interfere with the operation or safety of the RTF? (please explain.)
14. Does the proposed EEM project limit or interfere with planned or anticipated future improvements to the RTF? (If it interferes, please explain.)
15. Describe any concerns about the proposed EEM project (e.g., design, safety, tree density, other.)
16. Are you aware of another EEM project previously undertaken to mitigate the impact of this RTF? (If you have knowledge of the project, please explain.)
17. Do you have any knowledge why the Applicant wouldn't be able to complete this project?

Please include:

Signature of Transportation Agency Representative, Title,
Name of Transportation Agency
Contact information (address, phone, email)

This letter is purely informational and does not indicate support for the proposed EEM project. If the proposed EEM project is on property owned by the Lead Agency, a separate letter of permission must be provided

Appendix J –Environmental Review for EEM Project

- In addition to Appendix J – submit a copy of :
 - Notice of Exemption **OR**
 - Notice of Determination **AND** copy of the Negative Declaration/Mitigated Negative Declaration or Environmental Impact Report documentation
- Must be filed and stamped by County Clerks Office
- Must be included with the application.

APPENDIX J - ENVIRONMENTAL REVIEW COMPLIANCE (CEQA & NEPA If Applicable) FOR EEM PROJECT

This form plus completed, county clerk stamped and filed copy of the Environmental Review documents for the EEM project are required at time of Application.¹

The Environmental Enhancement and Mitigation (EEM) Program awards up to \$7 million each fiscal year for grants to mitigate the environmental impacts of modified or new public transportation facilities. As Lead Agency for Environmental Review compliance for the EEM project proposed in the application, please submit the following form and attachments.

Lead Agency for EEM Project Environmental Review:

1. Complete the form below
2. Attach a copy of the applicable environmental compliance documents.
3. Send the form and attachments with cover letter on Lead Agency stationery to the Applicant prior to the application due date of July 13, 2015* so they may include it with their application package.

Lead Agency Name: _____
Street Address (& PO Box) _____
City _____ State _____ ZIP _____
Lead Agency Representative, Title _____
Contact information (phone, email) _____

INDICATE THE ENVIRONMENTAL COMPLIANCE DOCUMENTATION ATTACHED:

☐ Notice of Exemption (NOE)

List the statutory or categorical exemption applicable to the project: _____
Attach NOE filed and stamped by the County Clerk(s) in which the project takes place.

☐ Notice of Determination (NOD)

- ☐ Negative Declaration – with NOD filed and stamped by County Clerk(s) in which the project takes place, plus Evidence Fish & Game fee paid (or the project is exempt from fee).
- ☐ Mitigated Negative Declaration – with NOD filed and stamped by County Clerk(s) in which the project takes place, plus Evidence Fish & Game fee paid (or the project is exempt from fee).
- ☐ Environmental Impact Report (EIR) – including all documents listed below:
 - o IS with checklist
 - o State Clearinghouse Response, as applicable
 - o NOD filed and stamped by County Clerk(s) in which the project takes place
 - o Evidence Fish & Game fee paid or the project is exempt from fee
 - o NOD filed and stamped by County Clerk(s) in which the project takes place

Resources:

CEQA guidelines: <http://oeres.ca.gov/ceqa/>
State Clearinghouse and Planning Unit: <http://www.pcr.ca.gov/>

¹ * Environmental Review must be complete and final compliance documents submitted to the State with the grant application.

Cost Estimate for Development

- Details the project elements
- Helps to demonstrate readiness
- Used by Grant Administrators
- Shows at a glance: project categories and tasks
- 25% cap on non-construction
- 10% cap on contingency

APPENDIX F - COST ESTIMATE FOR DEVELOPMENT PROJECTS

All cost elements should be clearly described in the project narrative. Add/delete elements and funding sources as needed.

PROJECT ELEMENT -- (Examples)	UNIT Price	Unit of Measure	Quantity	Total Amount	EEMP Grant	Funding Source (specify)	Funding Source (specify)	Funding Source (specify)
NON-CONSTRUCTION (not to exceed 25% of grant)	\$			\$	\$	\$	\$	\$
Direct Project Management & Administration								
Staff Time								
Technical Consultants								
Planning, Design & Permitting								
Staff Time								
Technical Consultants								
Permit Costs								
Total Non-Construction: (not to exceed 25% of grant)								
CONSTRUCTION								
Site Preparation								
Clearing/Grubbing								
Grading								
Mobilization								
Subtotal:								
Materials								
Trees								
Irrigation								
Native Plants								
Subtotal:								
Other								
Hazard Insurance/Bond								
Inspections								
Signs & Interpretive Aids								
Subtotal:								
Total Construction:								
Contingency (not to exceed 10% of grant)								
Grand Total								

Task listing should be detailed and customized to fit your project proposal. Each funding source, whether in-kind or cash should have its own column. Specify in-kind or cash in each column heading. The unit price multiplied by the quantity equals the Total Amount column. The EEMP Grant and Other Funding Sources should also sum to the Total Amount column.

Cost Estimate for Land Acquisitions

- Shows all funding sources
- Assessors' parcel numbers
- Acreage
- Fee or Easement?
- Budget \$10,000 for DGS Review

APPENDIX G - COST ESTIMATE FOR LAND ACQUISITIONS
(Please complete one form for each separate escrow)

Project Title:					
Assessor's Parcel Number(s)	Acreage	Indicate Fee or Easement	Willing Seller Name and Address		
ACQUISITION COST ESTIMATE					
	Total Costs	EEMP Grant	Other Funding Source (Name)	Other Funding Source (Name)	Other Funding Source (Name)
Estimated Fair Market Value of property					
Relocation Costs					
Preliminary Title Reports, Appraisal					
Escrow Fees, Title Insurance, Closing Costs.					
Surveying (limited to boundary line adjustment)					
Direct costs (staff and consultants - limited to \$10,000 per grant)					
State approval of appraisal, transaction review, etc. (Required)	\$10,000				
Contingency (not to exceed 10% of total grant)					
Funding Acknowledgement Sign - (Appendix P) (Required)					
7. Other (specify)					
Grand Total					

Acquisition Schedule*	Completed By
Complete Appraisal	
Submit appraisal, purchase docs and title report to State	
Open Escrow & Request Advance into Escrow	
Submit instruments of conveyance	
Close escrow (submit final closing documents to State)	
Install Bond Acknowledgement Sign	
Close-out	

*Grantee should submit evidence of progress on the acquisition within 6 months of grant execution.

Site Control/Land Tenure

- **Provide evidence of ownership OR**
- **Demonstrate from each property owner (including Caltrans, Utility, Railroad etc.) –**
 - **Evidence of an agreement including permission to develop the project and determining long term operations and maintenance responsibilities**
 - **Letter if encroachment permit is required**
 - **At a minimum - letter from property owners (application purposes only)**

Property Data Sheet

APPENDIX H - PROPERTY DATA SHEET

Complete the Property Data Sheet listing each parcel included in the proposed project, as well as the owner(s) of each parcel. Indicate and attach all required documents* including any clarifying comments below. Attach additional sheets if necessary.

No	Owner Name	Assessor Parcel Number(s)	Acreage	If parcel(s) owned by Applicant(s), indicate type of ownership			For all parcels, indicate *document used to demonstrate ownership and attach a copy of each document-clearly labeled with the APN-to this document	If parcel(s) not owned by Applicant(s) indicate *document verifying long-term Permission to Develop and maintain and attach					Entity to perform O&M	# of years O&M to be performed
				Fee Simple	Easement	Other (describe)		O&M Agreement	Lease	JPA	Letter from Owner	Other (describe)		
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
Comments:														

Total Number of Parcels: _____ Total Number of Acres: _____

Purchase Agreement or Willing Seller Letter

- Willing Participant
- Willing to Enter Negotiations
- Willing to sell for no more than Fair Market Value
- Cannot substitute another property

APPENDIX K - WILLING SELLER LETTER (Acquisition Projects Only)

In lieu of a purchase option agreement if not executed, acquisition application packages must include willing seller letters from each person on the title. The letter must include the following information and be signed and dated from the legal owner(s) of each parcel to be acquired.

(Sample -- Willing Seller Letter)

Date:

To: California Natural Resources Agency
Environmental Enhancement and Mitigation (EEM) Grant Program

From: Name(s) of Legal Owner (*Trust, etc.*)
Address of Legal Owner(s)

Re: Parcel number(s):
County:
Property Address:

To Whom It May Concern:

This letter is provided to confirm that (*name of owner, trust, etc.*), owner of the above referenced property, is a willing participant in the proposed real property transaction. Should grant funds be awarded to the grant Applicant (*name of grant Applicant*), then (*name of owner, trust, etc.*), as Seller, is willing to enter into negotiations for the sale of the real property for a purchase price not to exceed fair market value.

Acknowledged:

Signature of land owner

Date signed

Signature of land owner

Date signed

Signature of land owner

Date signed

Parcel Maps

- Provide copies of parcel maps for all property included in the project
- Include the parcel numbers on the proof of ownership documentation
- You must also include a location map showing the EEM project and the RTF



Site Plan

- Provide sufficient detail and clarity to allow reviewers to visualize the Project
- Clearly display and identify proposed project components

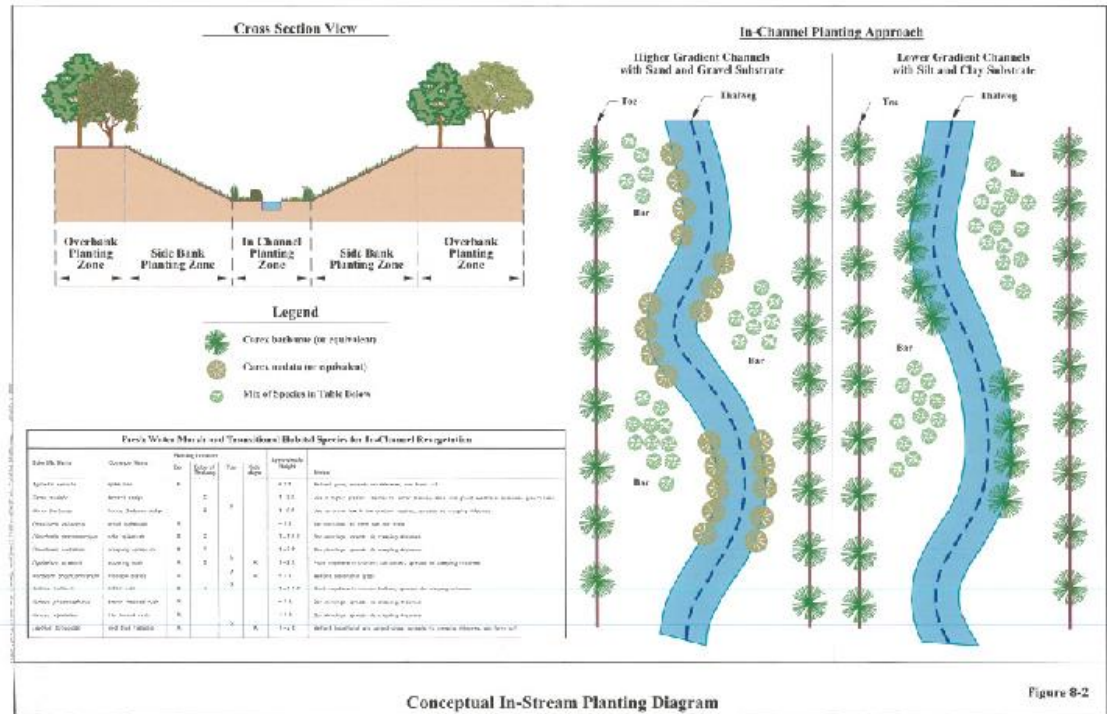


Figure 8-2

Plant Palette

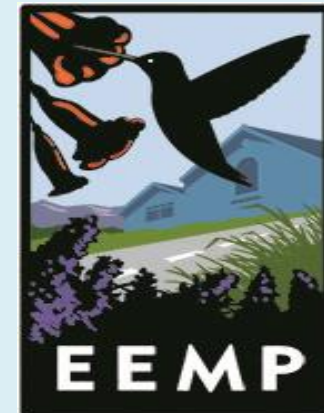
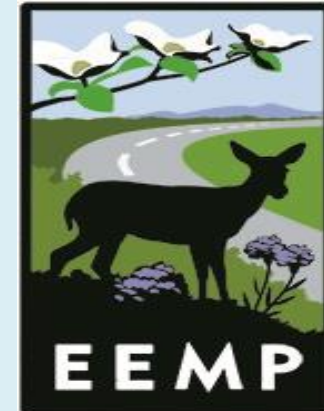
- Plant selection based on appropriate/approved planting palette for your specific climate zone
- Native, drought tolerant and low water use that comply with Executive Order B-29-15 “Statewide Mandatory Water Reductions”
- For Urban Forestry projects – Letter form Certified Arborist, Registered Professional Forester or Landscape Architect

Costs and Payment Process

- **Reimbursement Program**
 - Only Exception: Advances to escrow will be made after the appraised fair market value is approved by the Department of General Services
- Only **Direct** project related costs **incurred during the performance period** are eligible for reimbursement
- **Personnel and Employee Services**
 - Services directly engaged in project execution are eligible costs
 - Costs must be computed according to Applicant's prevailing wage or salary scales, may include fringe benefit costs such as vacation, sick leave, Social Security contributions, etc.
 - Costs charged must be tracked and computed by actual time spent on project
 - Support all costs by time and attendance records
- **Consultant Services**
- **Acquisition Costs**
- **Ineligible Costs**
 - Grantee Indirect/Overhead (cost calculated as a percentage of other direct costs, such as telephone, fax space rental, etc.
 - Project maintenance

Grant Administration

- Grant Agreement
- Scope and budget changes must be approved
- NO grant funds will be released unless
 - Evidence of satisfactory site control provided, and
 - O&M agreements are in place
- Funding Signage
- MOUGA/Deed Restrictions



Final Tips

- **Be Clear, Complete and Consistent**
- **Cold Read**
- **Multiple Benefits**
- **Contact Changes**
- **Call with Questions**

Contact Information

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